

RECEIVED

FEB 3 2016

HUMAN RELATIONS OFFICE

CITY OF URBANA
HUMAN RELATIONS DIVISION
400 SOUTH VINE ST.
URBANA, ILLINOIS 61801
(217) 384-2466 (phone); 384-2426 (fax)
terent@city.urbana.il.us

Official Use Only (05/16)

Requested by

Date

Approved by

Date

Classification

Date

Classification Expiration Date

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

1. Company Name and Address:

Name: Motor Parts and Equipment Corp.

d/b/a: NAPA Auto Parts

Address: 1503 Hagen St.

City/State/Zip: Champaign, IL 61820

Telephone Number(s) include area code: 217-352-8383

Check one of the following

Corporation ☒ Partnership ☐ Individual Proprietorship ☐ Limited Liability Corp. ☐

FEI Number: 36-1508055 Social Security Number:

2. Name and Address of the Company's Principal Office (answer only if not the same as above)

Name: Motor Parts and Equipment Corp.

Address: 1670 Northrock Ct.

City/State/Zip: Rockford, IL 61103

3. Major activity of your company (product or service): Auto parts and Equipment sales

4. Project on which your company is bidding: 1516-08

5. City of Urbana contact staff assigned to contract: Nick Wilson

SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	✓	
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: <u>Greg Allen</u> Title: <u>President</u> Telephone: <u>779-500-6100</u> Email: <u>GT@MPECONLINE.COM</u>	✓	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2466 or terent@city.urbana.il.us.	✓	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.	✓	
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	✓	
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?	✓	
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?	✓	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		✓
I.	Does the company have collective bargaining agreements with labor organizations?		✓
J.	Have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		N/A
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)		✓
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		✓

SECTION III. Employment Information

Please complete the company work force analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently underrepresented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs	10		10									
Professionals	1		1									
Technicians												
Sales Workers	81		77		1		3					
Office & Clerical	5		5									
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)	14	1	4	1	4		6					
Service Workers	228	25	217	22	7	2	3		1	1		
TOTAL	339		314		12							
M = MALE, Column B is sum of Rows D, F, H, J and L. F = FEMALE, Column C is sum of Rows E, G, I, K and M. Data of above Data: 12/31/15												
							12		1	1		

TABLE B* - EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	M	F	M	F	M	F	M	F
Officials & Mgrs	1							
Professionals								
Technicians								
Sales Workers	2				1			
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers	5							
TOTAL	8				1			

*Totals included under Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

For Contractors:


Data provided in Table B will be verified by worksite inspections.

TABLE C WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT**

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs	1							
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).


Signature

GREGORY ALLEN, PRESIDENT
Typed Name and Title

12/31/15
Date

SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?

YES X

NO _____

2. Have you enclosed your company's EEO statement?

YES X

NO _____

3. Have you enclosed your company's Sexual Harassment policy?

YES X

NO _____



Open Door Policy

I. EQUAL EMPLOYMENT OPPORTUNITY

A. *Open Door Policy*

Consistent with the Corporation's long-standing "open door" policy, employees are encouraged to address problems, grievances, issues, and concerns with any manager or supervisor of the Corporation. In most situations, those issues should first be addressed to the employee's direct supervisor. However, every employee should feel free to discuss any question, concern, grievance, or issue with any Corporation manager or supervisor. Concerns or complaints involving alleged breaches of the Corporation's antidiscrimination and anti-harassment policies (see below) should be processed consistent with the applicable policies.

It is the purpose of the "open door" policy to attempt to address employee concerns at the earliest possible opportunity. If employees are dissatisfied by the response received from their manager or supervisor, they are encouraged to request an "open door" meeting with the Corporation's President.

B. *Equal Employment Opportunity Statement*

MPEC is an equal employment opportunity employer. In employment decisions including, but not limited to, hiring, compensation, promotion, demotion, lay-off, recall, discipline and discharge, the Corporation will not discriminate against employees or applicants for employment on the basis of race, color, sex, sexual orientation, national origin, ancestry, religion, age, handicap/disability, marital status, unfavorable discharge from the military service, or for any other unlawful reason.

C. *Anti-Harassment/Anti-Discrimination Policy*

All MPEC employees have a right to work in an environment free from all forms of discrimination and harassment based on any characteristic protected by law. Such conduct will not be tolerated. All employees should, therefore, be aware of the following:

1. Sexual harassment is strictly prohibited. Examples of sexual harassment include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct directed against an individual because of his or her sex when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; when submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.
2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of a characteristic protected by law, and/or that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment.

Harassing conduct may include, but is not necessarily limited to: epithets, slurs, or negative stereotyping, threatening, intimidating or hostile acts directed against an employee or an employee's family, friends, or acquaintances; and written or graphic material (such as pictures, posters, cartoons, or jokes) that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or is circulated in the workplace.

3. Any individual found to have engaged in sexual or any other form of harassment will be subject to discipline, up to and including discharge.
4. Any employee who believes that he/she has been the subject of sexual or any other form of harassment by anyone in the workplace (including without limitation supervisors, co-workers, any person who does business with MPEC, or any other person who happens to be on MPEC's premises) should, and is encouraged to, bring the matter to the attention of the President of the Corporation or, alternatively, to any officer of the corporation. Employees should report conduct that makes them uncomfortable before it becomes severe or pervasive. A complaining employee should feel free, if possible and if it would make the employee more comfortable, to approach a member of management who is of the same gender, religion, ethnicity, etc., as the employee.

Anti-Harassment/Anti-Discrimination Policy (cont.)

5. A prompt and thorough investigation of the alleged incident will be conducted to the extent possible, and appropriate corrective action will be taken if warranted. To the extent consistent with adequate investigation, appropriate corrective action and the Corporation's legal obligations, any complaints of harassment will be treated as confidential.
6. MPEC will not in any way retaliate against an individual who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report. Retaliation against any individual for in good faith reporting a claim of harassment or cooperating in the investigation of such a complaint or report will not be tolerated and will itself be subject to appropriate discipline.

II. ORIENTATION PERIOD AND SENIORITY

A. *Orientation Period*

Every new employee goes through an initial period of adjustment in order to learn about the Corporation and about his or her job. During this time, the employee will have an opportunity to find out if he or she is suited to, and likes, the new position.

Additionally, the orientation period gives the employee's supervisor a reasonable period of time to evaluate the employee's performance. The orientation period is ninety (90) days of continuous active employment.

During this time, the new employee will be provided with training and guidance. Moreover, during this period, the new employee may not be eligible for certain benefits. He or she may be discharged at any time during or at the end of this period if the supervisor concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the orientation period may, in the discretion of MPEC, be extended.

Nothing in the orientation period policy is intended to alter the employee's status as an at-will employee. Successful completion of the orientation period does not constitute a promise of continued employment and the new employee may be terminated for any lawful reason at any time, with or without cause or notice.

B. *Seniority*

Seniority is defined as an employee's continuous length of service with the Corporation from the employee's last date of hire. An employee who resigns or is terminated from employment with the Corporation and who is, thereafter, re-employed shall be considered to be a new employee. In the event of a lay-off or reduction in force, employees will generally be laid-off in accordance with their skill and ability to perform the remaining jobs (as such is determined by the Corporation). When the Corporation, in its sole discretion, determines that the relative skill, ability, qualifications and other relevant factors of two (2) or more employees is equal, seniority shall prevail in such determinations.

III. WORKING AT MPEC

A. *Employee Categories, Wages, and Overtime*

Each employee's wage/salary and adjustments thereto shall be determined by the Corporation based upon a review of the employee's skills, abilities and contributions to the Corporation's operations.

MPEC classifies employees for purposes of personnel administration and related payroll transactions in accordance with the following definitions. These classifications are used throughout this Employee Manual. Their meanings are as follows:

1. **Regular Employee** – An individual who is hired for a specific purpose or job for an indefinite period of time.
 - i. **Full-time** – An employee who, on average, is regularly scheduled to work at least thirty seven and a half (37.5) hours per week. Regular, non-exempt employees are entitled to receive overtime pay (i.e., one and one-half times hourly wage per hour worked in excess of forty (40) hours, as is consistent with the policies in this manual). Regular, exempt employees are expected to work the time necessary to complete the tasks required of their jobs. Regular exempt employees are not eligible for overtime compensation.